

*Village of Fall Creek*  
*Minutes of Finance Committee Meeting*  
*May 3, 2017*

1. **Call to Order:** 6:30 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Chester Goodman, Tina Jacobson, Wayne Steinke, Dane Zook. Other Board Members Present: Bob Jenkins. Staff Present: Public Works Director Bryan Kaatz, Clerk-Treasurer Renee Roemhild, & Police Officer Tyler Geske.
3. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting and an agenda was posted in the three public places and newspapers were notified.
4. **Adopt Agenda:**
  - MOTION (Steinke/Jacobson) to adopt the agenda as printed. PASSED, without negative vote.
5. **Consider Personnel/Employee Issues, Including Employee Annual Review Process, Wage Structure, Personnel Policy, & EAP Program:** Goodman presented a draft form to be used for the employee annual review process; the committee reviewed. Request was made to have department heads develop up-to-date job descriptions. The personnel policy was reviewed, along with requests from department heads for amendment. A possible EAP program was discussed; pricing information will be gotten. Another meeting was scheduled for later in the month to allow time for review.
6. **Adjourn**
  - MOTION (Jacobson/Steinke) @ 7:15 p.m. PASSED, without negative vote.

Renee Roemhild, Clerk-Treasurer